

Department of the Army  
Headquarters, U.S. Army  
Industrial Operations Command  
Rock Island, IL 61299-6000

\*IOC Regulation 500-4

13 May 1999

Emergency Employment of Army and other Resources

NOTIFICATION PROCEDURE FOR EMERGENCY ACTION MESSAGES

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Applicability. This regulation applies to Headquarters (HQ), U.S. Army Industrial Operations Command (IOC) organizations and IOC subordinate commands, installations and activities; liaison offices duty stationed at Rock Island Arsenal (RIA) (except offices of foreign governments); and U.S. Army Materiel Command (AMC) tenants located at RIA.

Decentralized Printing. All installations may locally reproduce this regulation.

Supplementation. IOC subordinate installations may supplement this regulation. Please provide a copy of any supplements to Commander, IOC, ATTN: AMSIO-JTO, Rock Island, IL 61299-6000.

Proponent. The HQ, IOC Mobilization and Operations Team is the proponent of this regulation. Send comments and suggested improvements to Commander, IOC, ATTN: AMSIO-JTO, Rock Island, IL 61299-6000, e-mail [amsio-jto@ioc.army.mil](mailto:amsio-jto@ioc.army.mil).

Distribution. Distribution is determined by the proponent (available electronically at <http://www.ioc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession Notice. \*This regulation supersedes IOCR 500-4, 31 Mar 94.

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FOR THE COMMANDER:

Official: //signed//  
WILLIAM R. PULSCHER  
Colonel, GS  
Chief of Staff

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<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
Purpose -----	1	2
References -----	2	2
General -----	3	2
Responsibilities -----	4	3
Notification Procedures and Required Actions ---	5	3
Appendix A. HQ, IOC Emergency Action Message Notification Roster		6

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1. Purpose. To define the responsibilities and procedures for receiving and distributing Emergency Action Messages (EAMs).

2. References.

a. IOCR 500-1, Emergency Planning Officers.

b. IOC Mobilization and Operations Planning and Execution System (MOPES) Plan.

3. General.

a. EAMs come in as FLASH or IMMEDIATE messages. Ordinarily, they provide notification of a change in Defense Readiness Condition (DEFCON) status, but they are also used to alert personnel of any emergency situation needing immediate action. Every HQ, IOC organization, subordinate command, installation and activity, liaison office duty stationed at RIA (except offices of foreign governments), and AMC tenants located at RIA, are to be notified of the receipt of an EAM.

b. Upon receipt of an EAM, the RIA Communications Center will immediately call, at work or at home, a person from the IOC Mobilization and Operations Team, AMSIO-JTO (AMSIO-OC, when activated).

c. Upon receipt of an EAM during duty hours (approximately 0600 to 1630 local time weekdays), the Mobilization and Operations Team will review the message and immediately implement the HQ, IOC EAM Notification Roster (Appendix A) to notify all organizations of the EAM. Appendix A lists IOC and tenant organizations which will be notified and ensures that all IOC and tenant organizations are quickly made aware of the EAM.

d. An EAM received after duty hours requires the IOC Mobilization and Operations Team to review the message and

immediately call the HQ, IOC Chief of Staff for notification guidance. The Chief of Staff will most likely direct the IOC Mobilization and Operations Team to call Emergency Planning Officers (EPO).

e. When notified, all organizations are to evaluate the EAM and take necessary action.

f. The notification procedure is tested at least quarterly each calendar year to ensure that all IOC organizations (and RIA tenants) are familiar with the system and responsibilities associated with EAMs. Quarterly testing is not required during command post exercises.

#### 4. Responsibilities.

a. The Mobilization and Operations Team develops, operates, and controls a system that ensures all applicable organizations receive timely notification of the receipt of an EAM.

b. Every IOC organization will:

(1) Ensure that the director/chief, secretary, and EPOs of its organization are familiar with the EAM notification system.

(2) Develop and implement a system to notify its key personnel when an EAM is received.

(3) Upon notification of an EAM, perform actions as outlined in paragraph 5 below, plus Chapter 2 of the IOC Mobilization and Operations Planning and Execution System (MOPES), and as specified in the EAM.

(4) Advise the Mobilization and Operations Team of any changes that impact these notification procedures.

#### 5. Notification Procedures and Required Actions.

a. Organizations located at RIA.

(1) Upon receipt of an EAM, the RIA Communications Center will immediately call a person from the Mobilization and Operations Team.

(2) The Mobilization and Operations Team will review the EAM and then immediately implement the HQ, IOC EAM Notification

Roster (Appendix A), or if after duty hours, will call the HQ, IOC Chief of Staff for notification guidance. After duty hours, the Chief of Staff will most likely direct the IOC Mobilization and Operations Team to call EPOs.

(3) The HQ, IOC Operations Center will call IOC and tenant organizations within 30 minutes of receipt of an EAM during duty hours.

(4) If the EAM pertains to a real emergency, a scheduled exercise, or special test, the caller will state:

"THIS IS           (name)           OF THE HQ, IOC OPERATIONS CENTER. YOU HAVE A CLASSIFIED EMERGENCY ACTION MESSAGE TO READ AND PICK UP. PLEASE SEND A PERSON WITH A SECRET CLEARANCE TO THE OPERATIONS CENTER RIGHT AWAY."

(a) Upon notification of an EAM, immediately notify your Emergency Planning Officers (EPO) and other key people within your organization. If both the EPO and alternate EPO are unavailable, the head of the organization will immediately provide a substitute to assume their responsibilities.

(b) Send a person with a secret clearance to the HQ, IOC Operations Center, AMSIO-JTO, to read and pick up the message. The Operations Center is located at RIA in building 350, second floor, southwest bay, room 282. Guidance on how to interpret an EAM is contained in Chapter 2, paragraph 2-4 and Appendix C, Tables 2-3 through 2-8, of the IOC MOPES.

(c) Perform actions as specified in the EAM:

<1> If the EAM pertains to a change in the DEFCON level, perform the appropriate actions for the DEFCON level as stated in Table 2-2, Appendix C of the IOC MOPES. Call the IOC Operations Center when the actions are complete, or will be completed (x4815); IOC ORGANIZATIONS MUST CALL THE OPERATIONS CENTER WITH A STATUS REPORT WITHIN THREE (3) HOURS OF BEING NOTIFIED OF THE EAM. Definitions of the various DEFCON levels are provided in Table 2-1, Appendix C, of the IOC MOPES.

<2> If the EAM pertains to Terrorist Threat Conditions (THREATCONS), these conditions are explained in paragraph 2-2-4, Appendix C, of the IOC MOPES. Specific instructions are provided by the IOC/RIA Security staff on what actions are necessary to respond to THREATCONS.

NOTE: A response to an EAM is not dependent upon performing individual Mobilization and Emergency Actions (MEAs), Chapter 4 of the IOC MOPES, unless specifically required in the EAM message.

(5) If the EAM is for a notification test, the caller will state:

"THIS IS \_\_\_\_\_ (name) \_\_\_\_\_ OF THE HQ, IOC OPERATIONS CENTER. THIS IS A TEST OF THE EMERGENCY NOTIFICATION SYSTEM. PLEASE HAVE YOUR EPO OR AN ALTERNATE CALL THE HQ, IOC OPERATIONS CENTER AT x4815 AS SOON AS POSSIBLE. THIS IS ONLY A NOTIFICATION TEST. PLEASE DO NOT SEND ANYONE TO THE OPERATIONS CENTER."

Contact your EPO or alternate and advise him or her to call the Operations Center immediately (x4815) to confirm receipt of the notification.

b. Organizations not located at RIA.

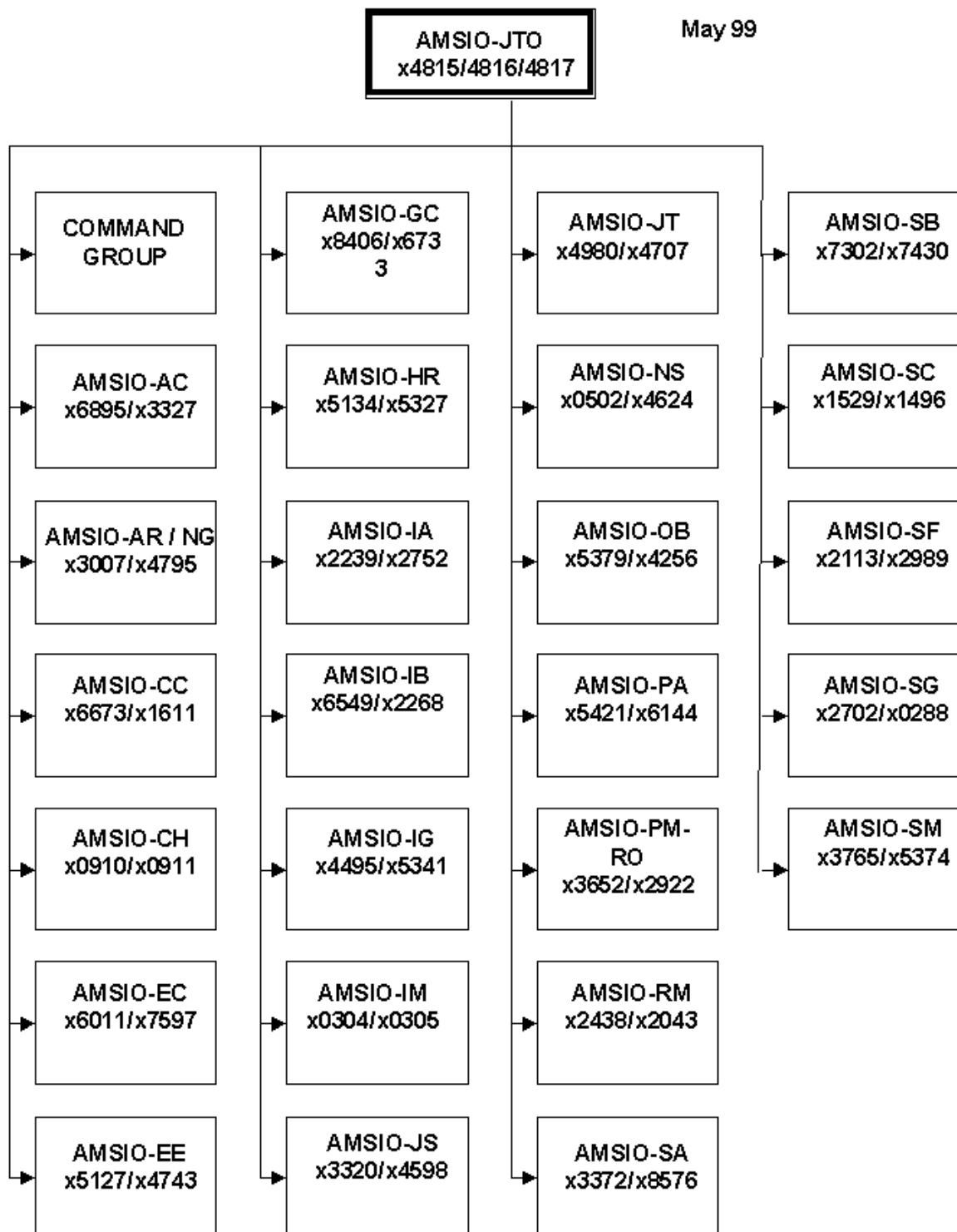
(1) If the EAM pertains to a real emergency, a scheduled exercise, or a special test, the caller will state:

"THIS IS \_\_\_\_\_ (name) \_\_\_\_\_ OF THE HQ, IOC OPERATIONS CENTER. THIS IS A REAL EMERGENCY/SCHEDULED EXERCISE. REFER TO CHAPTER 2, PAGE \_\_\_\_\_, TABLE \_\_\_\_\_ OF THE IOC-MOPES FOR A DESCRIPTION OF THE SITUATION. CALL US BACK ON DSN 793-4815 TO TELL THIS HEAD-QUARTERS WHEN YOU CAN FINISH PREPARATION FOR THIS EMERGENCY/EXERCISE SITUATION."

(2) If the EAM pertains to a notification test, the caller will state:

"THIS IS \_\_\_\_\_ (name) \_\_\_\_\_ OF THE HQ, IOC OPERATIONS CENTER. THIS IS A TEST OF THE EMERGENCY NOTIFICATION SYSTEM. REFER TO CHAPTER 2, PAGE \_\_\_\_\_, TABLE \_\_\_\_\_ OF THE IOC MOPES FOR A DESCRIPTION OF THE SITUATION. CALL US BACK ON DSN 793-4815 AND PROVIDE AN ESTIMATE OF WHEN YOU COULD HAVE FINISHED PREPARATIONS IF THIS HAD BEEN A REAL EMERGENCY. THIS IS ONLY A TEST AND NO OTHER ACTION IS REQUIRED."

## APPENDIX A

HQ, IOC EMERGENCY ACTION MESSAGE NOTIFICATION ROSTER

## APPENDIX A (cont)

